



Request for Quote

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 16-JUL-13
BID NUMBER: 7483384
TITLE: PRINTING OF CCRI ALUMNI MAGAZINE - THE GREEN & WHITE

BLANKET START : 01-AUG-13
BLANKET END : 31-JUL-14
BID CLOSING DATE AND TIME: 06-AUG-2013 10:30:00

BUYER: Melillo, Charlotte A
PHONE #: 401-574-8110

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CCRI CONTROLLER'S OFFICE
ACCOUNTS PAYABLE
400 EAST AVENUE
WARWICK, RI 02886
US

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CCRI KNIGHT CAMPUS
400 EAST AVE
WARWICK, RI 02886-1807
US

Requisition Number: 1324450

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>8/1/13 - 7/31/14</p> <p>ISSUED FALL (OCTOBER 2013) SPRING (FEBRUARY 2014) SUMMER (JUNE 2014)</p> <p>PRINTING OF ALUMNI MAGAZINE - THE GREEN & WHITE PER ATTACHED SPECIFICATIONS</p> <p>QUESTIONS REGARDING THIS BID SHOULD BE EMAILED TO: charlotte.melillo@purchasing.ri.gov *</p> <p>CCRI ALUMNI MAGAZINE</p>	3.00	Each		
2	ALTERNATE BID 1. COST FOR PRINTING ADDITIONAL 1,000 PER ISSUE	1.00	Each		
3	ALTERNATE BID 2. COST FOR SUBTRACTION OF 1,000 PER ISSUE	1.00	Each		
4	ALTERNATE BID 3. COST OF ADDITIONAL 4 PAGES PER ISSUE	1.00	Each		
5	ALTERNATE BID 4. COST FOR SUBTRACTION OF 4 PAGES PER ISSUE	1.00	Each		
6	ALTERNATE BID5. COST PER 1/2 HOUR FOR AUTHOR'S ALTERATIONS ON CAMERA READY COPY AFTER BLUE LINE HAS BEEN GIVEN TO CCRI FOR APPROVAL. COST OF CHANGES MUST BE FAXED TO CCRI BEFORE THEY CAN BE MADE 401-333-7111	1.00	Each		
7	ALTERNATE BID 7. COST FOR MAILING PREP ON EACH ADDITIONAL 1,000 COPIES TO BE MAILED ABOVE 52,000 IN CONTRACT	1.00	Each		
8	ALTERNATE BIDS: 6. COST TO PRODUCE ONE EXTRA ISSUE; ALL SPECIFICATONS ARE THE SAME 7/1/2013 ? 6/30/2014	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

3 ISSUES

ISSUED FALL (OCTOBER 2013), SPRING (FEBRUARY 2014) AND SUMMER (JUNE 2014)

APPROXIMATELY 52,000 PER ISSUE

NUMBER OF ISSUES IS DETERMINED AFTER CASS CERTIFIED

PRINT ENOUGH FOR MAILING LIST PLUS 1,000

12 PAGES, PLUS COVER

11 X 17 FOLDED TO 8 ½ X 11 SADDLE STITCHED

80 LB SILK COVER STOCK – HANNOART COVER PAGE

70 LB SILK TEXT – HANNOART INSIDE PAGES

JOB MUST BE SHEET FED (WILL NOT ACCEPT WEB PRINTING)

4 / 4 WITH FULL BLEEDS

ARTWORK SUPPLIED ON CD-ROM (PC FORMAT)

COMPUTER PROGRAMS USED TO MAKE PUBLICATIONS: CS6, PHOTOSHOP CS6, INDESIGN CS6

PRINTER MUST BE ABLE TO WORK WITH SPECIFIC PROGRAMS. IF PRINTER CANNOT WORK WITH SPECIFIED SOFTWARE, THEN IT WILL BE THE RESPONSIBILITY AND EXPENSE OF THE PRINTER TO UTILIZE A SERVICE PROVIDER.

ALL CAMERA NEGATIVE AND PRODUCTION WORK IS THE PROPERTY OF CCRI. ALL NEGATIVES FOR JOB, IF REQUESTED, WILL BE SENT TO CCRI NO LATER THAN ONE WEEK AFTER REQUEST.

COLOR PROOF IS REQUIRED WITHIN 3 BUSINESS DAYS OF RECEIVING ARTWORK

PRINTER MUST INK/LASER JET ADDRESSES TO APPROXIMATELY 50,000 – 52,000 MAGAZINES

MAILING DATABASE (PC) WILL BE PROVIDED BY CCRI; LIST IS TO BE CASS CERTIFIED

PRINTER MUST SUPPLY CASS CERTIFICATION ADDRESS CHANGES TO CCRI IN CSV FORMAT WITHIN ONE WEEK OF MAILING

PRINTER MUST SORT, TIE, BAG, AND DELIVER TO THE PROVIDENCE, RI POST OFFICE NO MORE THAN 5 BUSINESS DAYS AFTER PROOF IS APPROVED

CCRI WILL PAY POSTAGE (CCRI INDICIA ONLY)

1,000 COPIES OF EACH ISSUE WILL BE DELIVERED TO CCRI IN LINCOLN

DELIVER PER SCHEDULE

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.